

### Unofficial Transcript Instructions For Students

To download your unofficial transcript from the Colgate Portal:

1. Sign in to [portal.colgate.edu](https://portal.colgate.edu)
2. Click "Get Unofficial Transcripts" under the Banner Self Service box
3. Click "Submit" to display your unofficial transcript
4. Copy-and-paste transcript text to a new document in Word
5. Be sure to remove personal information such as ID or birthdate
6. Reformat the document to be one page long and review it to ensure clean formatting
7. Save as a PDF with your name in the document title

More comprehensive instructions are available on [Handshake](#). If you have questions about formatting your unofficial transcript, please contact Career Services.

### Sample Unofficial Transcript

Unofficial Transcript for Your Name

Major: Biology

Overall GPA: 3.14

#### **Fall 2019**

CHEM 101 General Chemistry I B

CHEM 101L General Chemistry I Lab B+

CORE 183 The Middle East B+

GEOL 135 Oceanography A

PHIL 202 Environmental Ethics B

#### **Spring 2020**

BIOL 212 Molecules, Cells & Genes B

BIOL 212L Molecules, Cells, Genes Lab A

BIOL 340 Marine Biology B+

CHEM 102 General Chemistry II C+

CHEM 102L General Chemistry II Lab B

CORE 151 Western Traditions A

PHED 626 (M/W) Rugby

#### **COURSES IN PROGRESS Fall 2020**

BIOL 336 Advanced Ecology

BIOL 336L Advanced Ecology Laboratory

ECON 219 Chinese Economy

ECON 252 Intermediate Macroeconomics